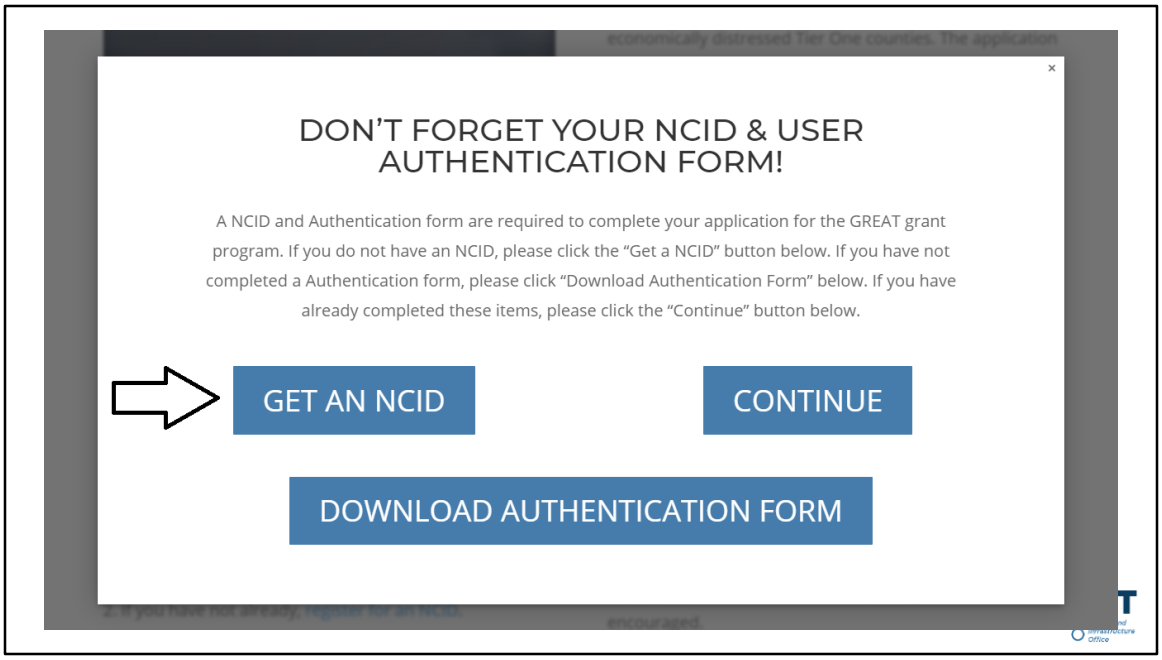
The Portal

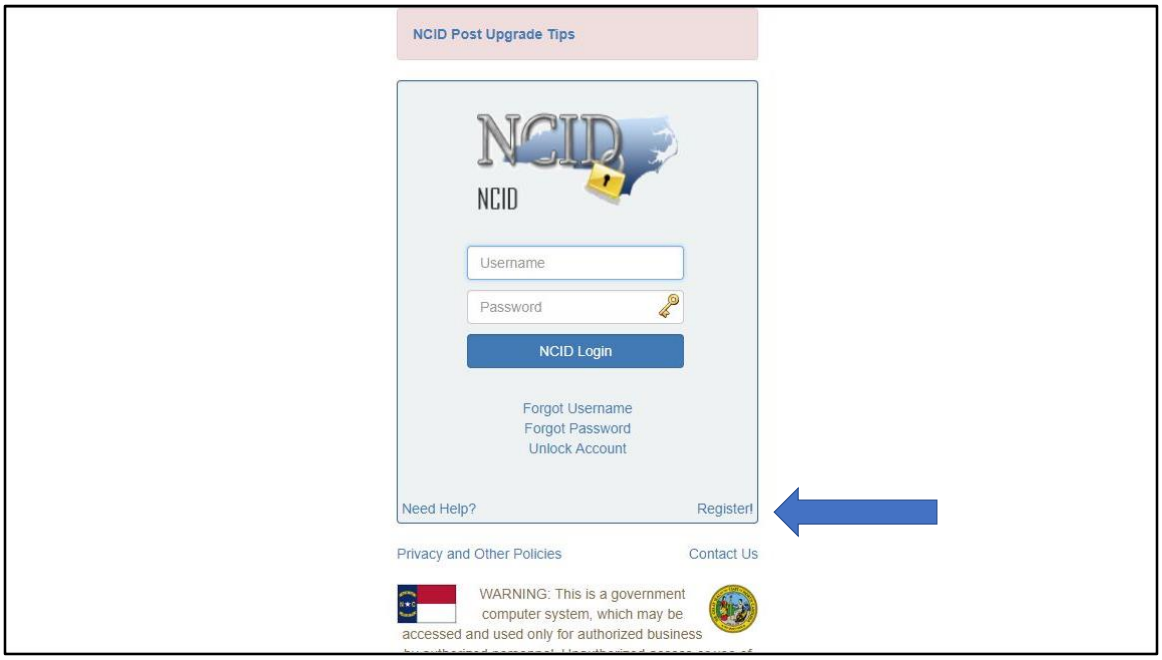
Navigating the Web-based Application

Here is your how-to guide for submitting your application for the GREAT Grant.

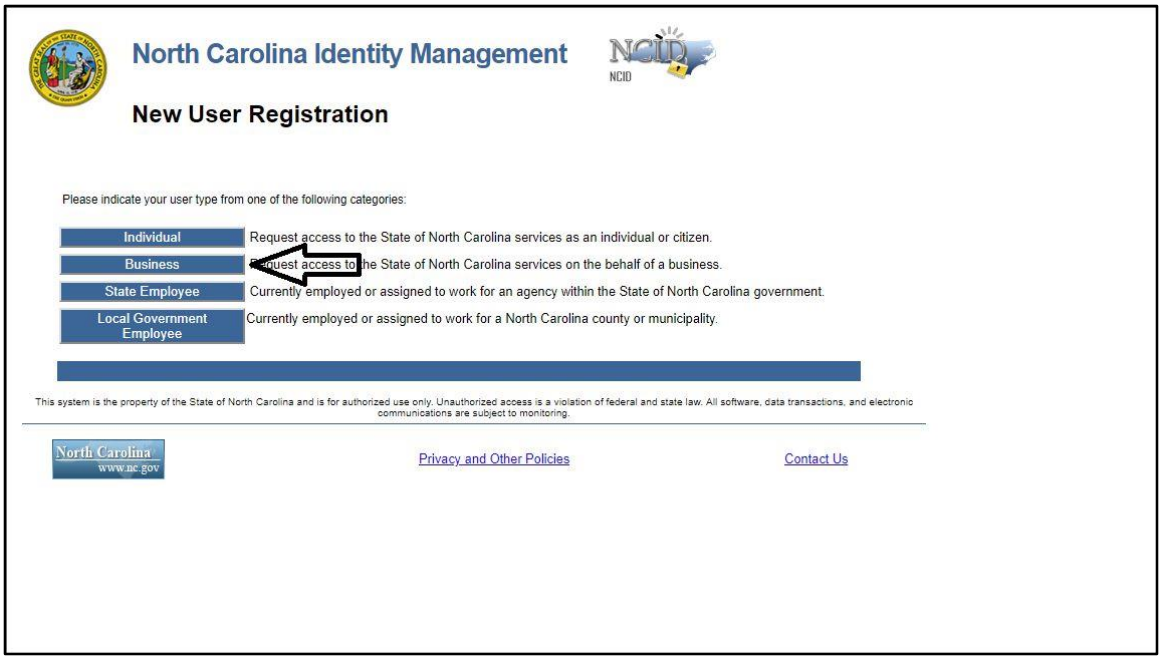
To get started, we recommend using Internet Explorer to complete your application. Visit NCBroadband.gov/GreatGrant and click “Start Your Application.”



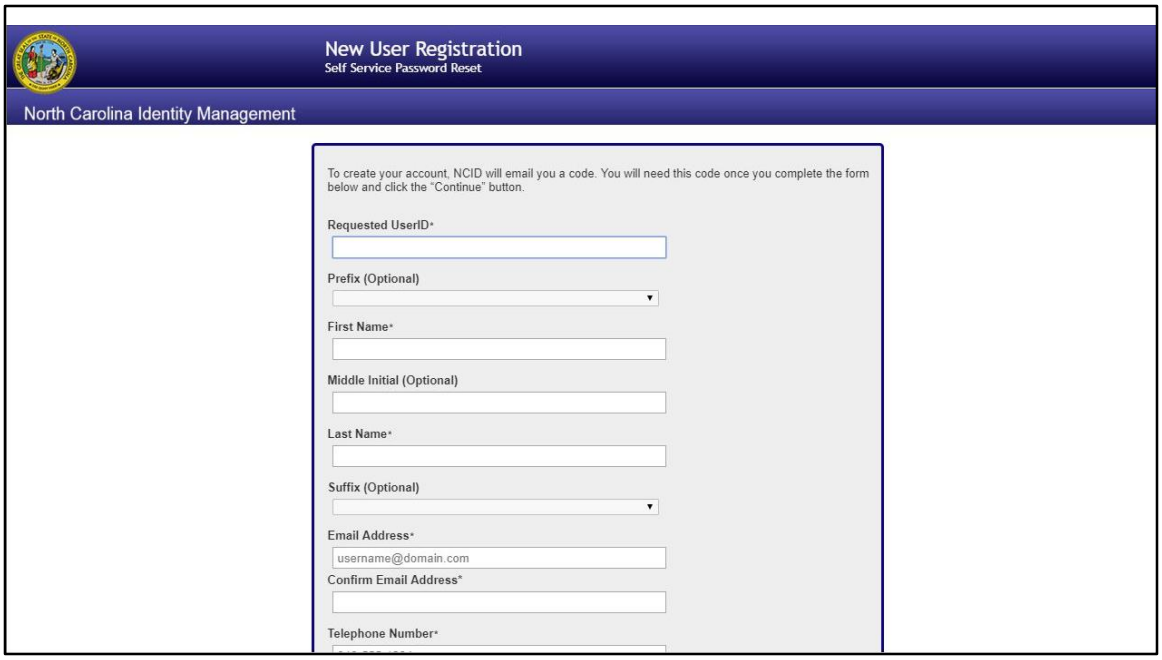
You will receive a popup that gives you the option to Get an NCID and User Authentication form. Both of these are required to complete an application. If you have not registered an NCID, please click "Get an NCID."



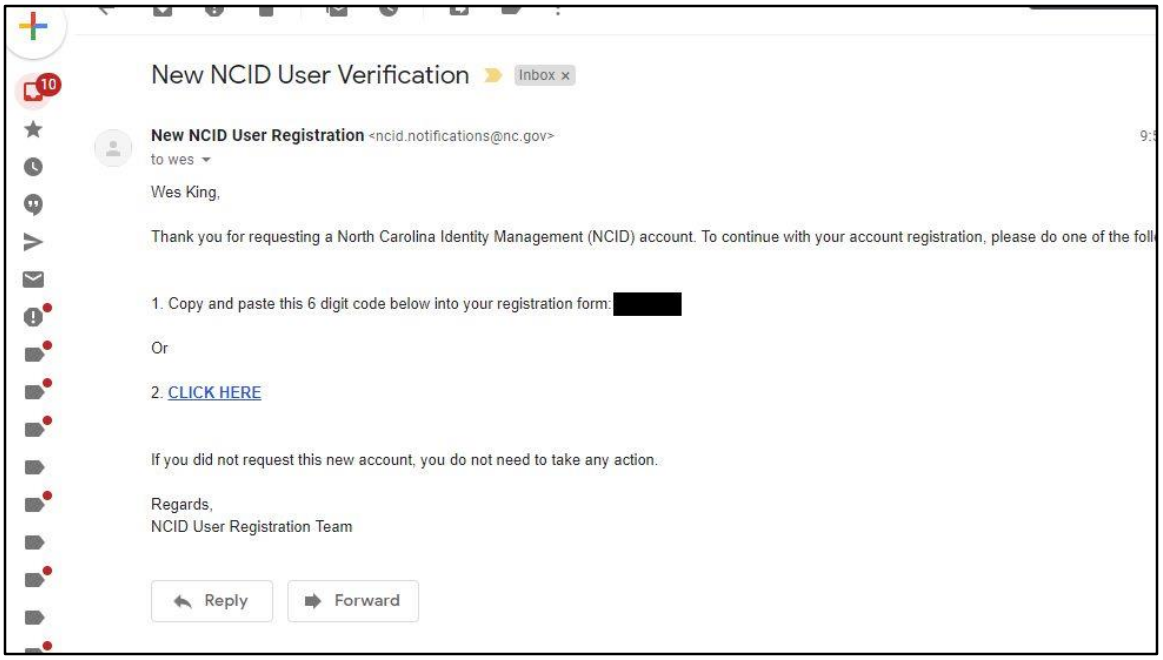
Once you arrive at the NCID login page, click “Register!”



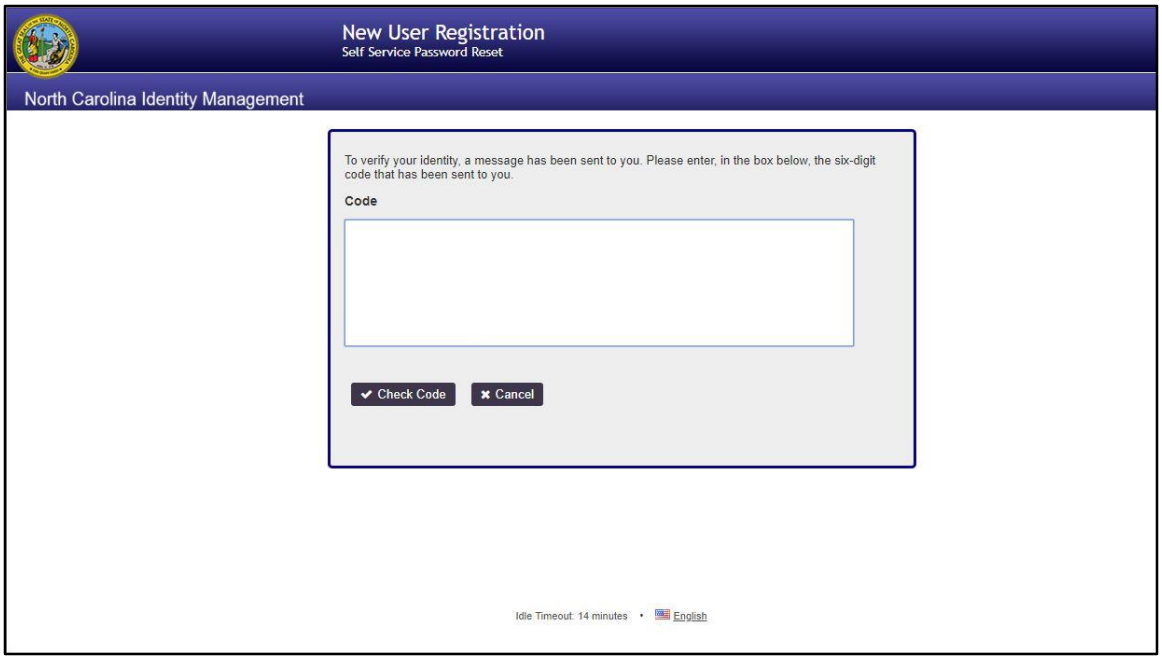
Select “Business” as the new user registration type.



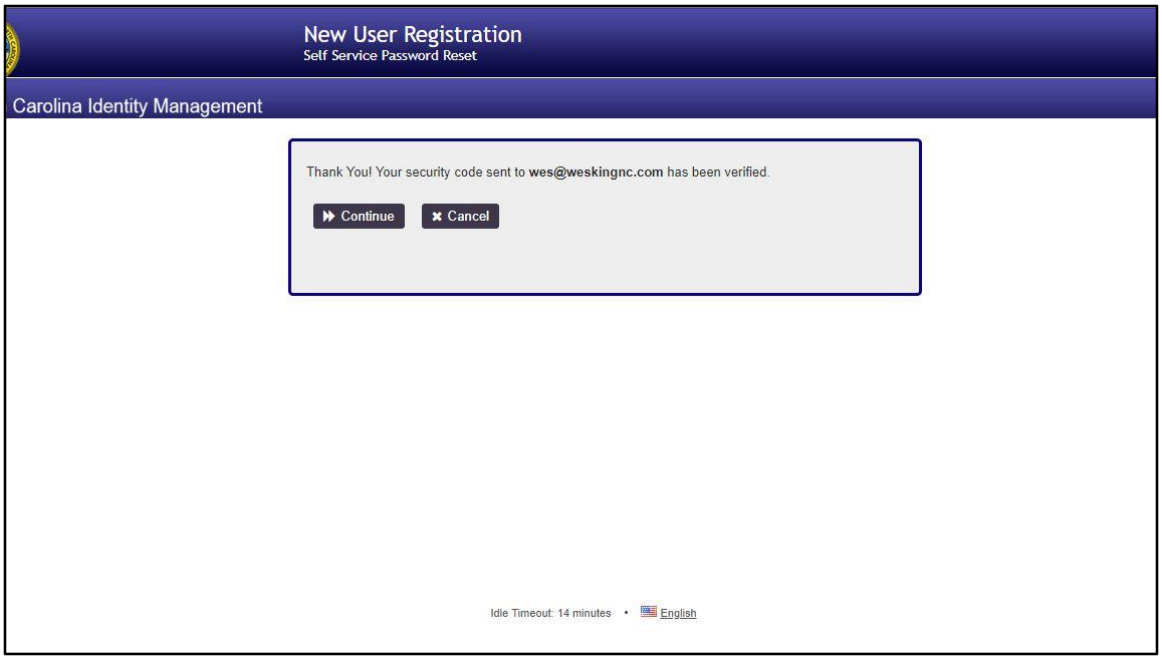
On this page, complete all of the required information and continue.



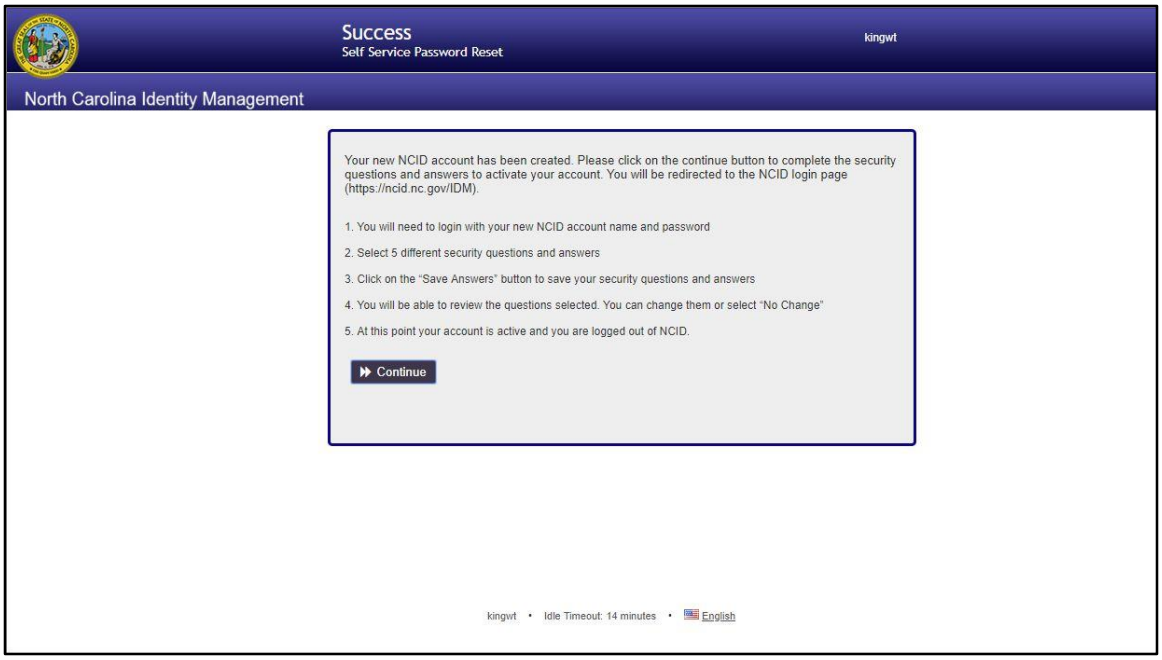
Once you complete the registration, you will receive a confirmation email with a code. You can either click the link in the email which will automatically confirm your account or copy your code from your email.



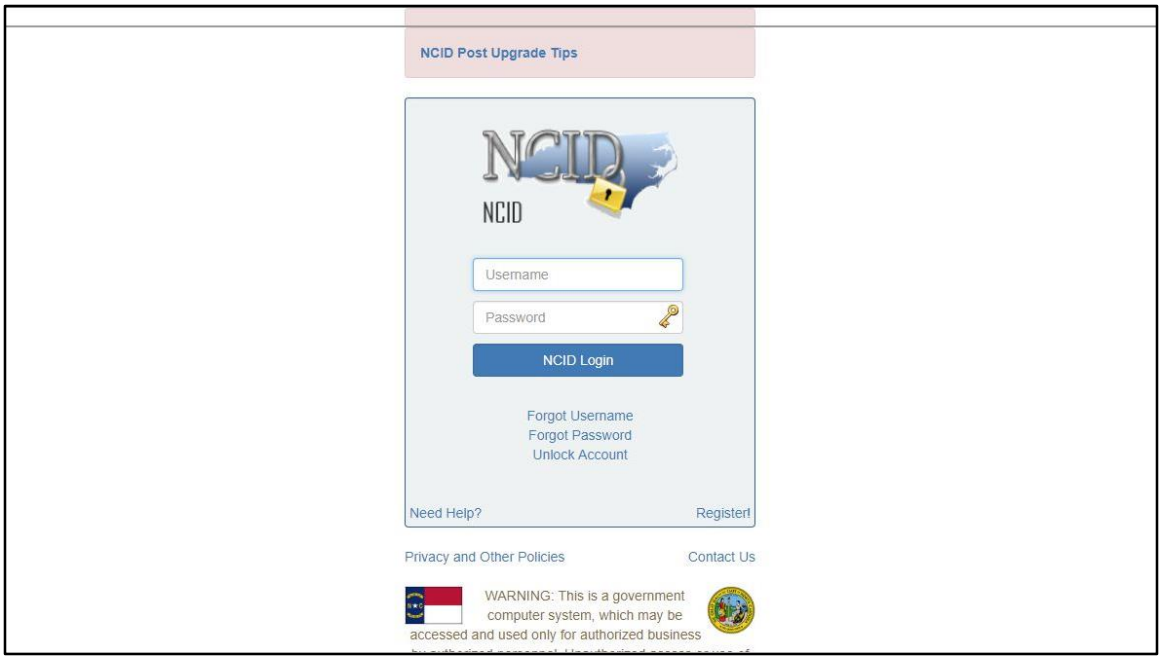
If you copied your confirmation code, enter it here and click “Check Code.”



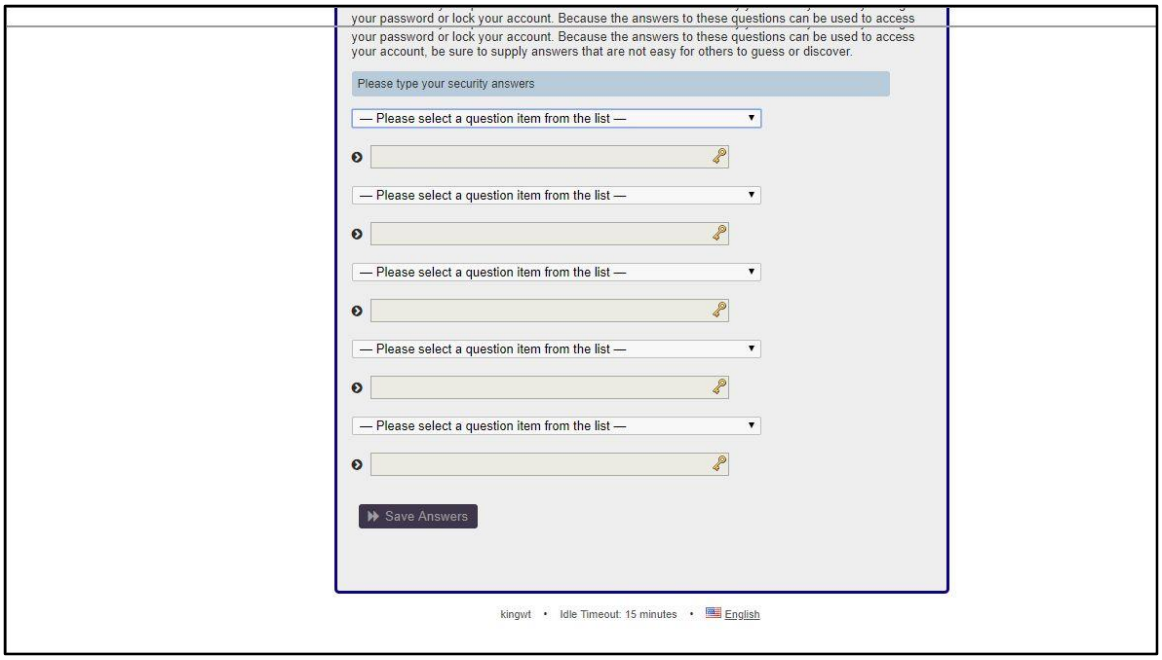
Click “Continue.”



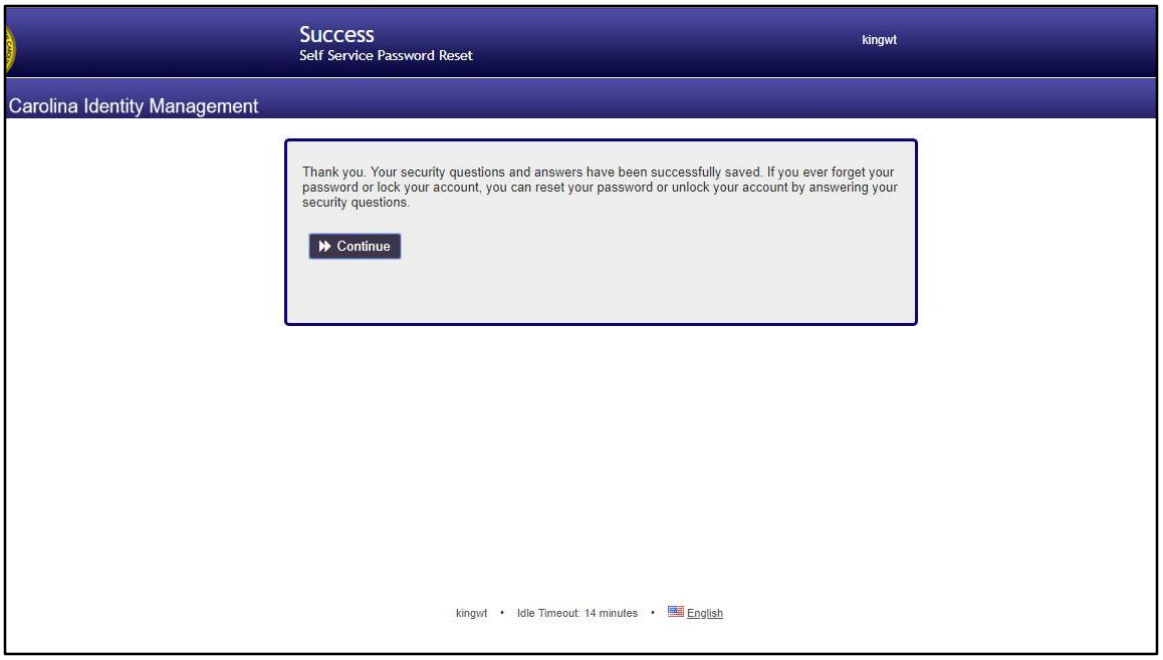
Click “Continue.”



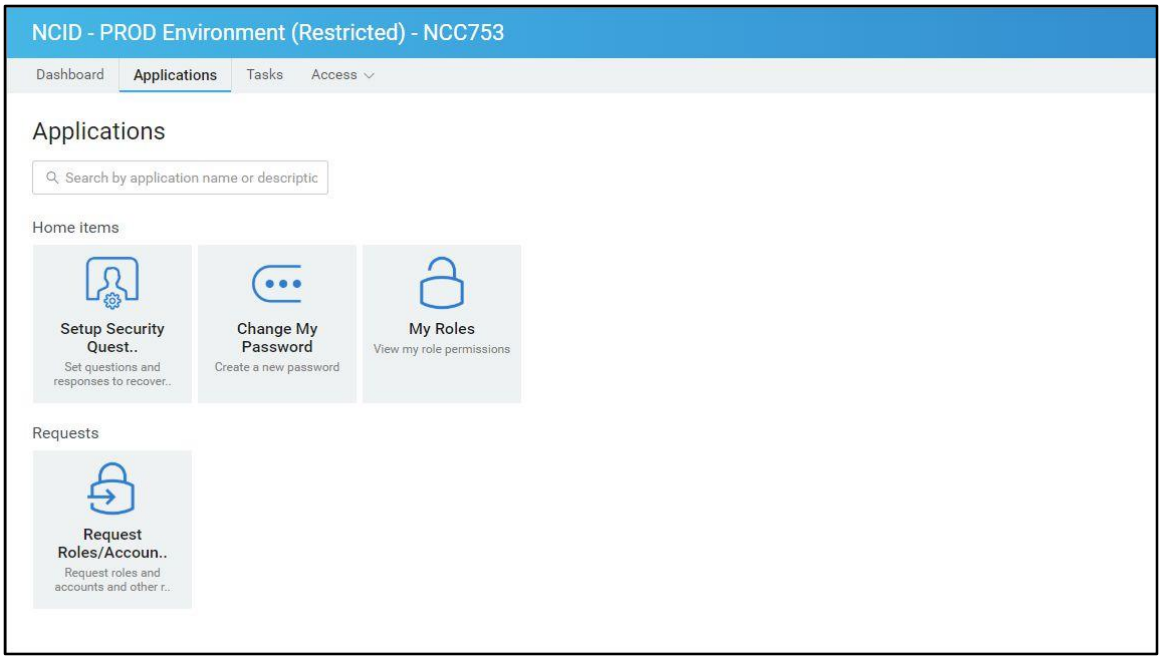
Login with your credentials.



Choose 5 security questions from the drop-down menus and write their perspective answers in the boxes below.

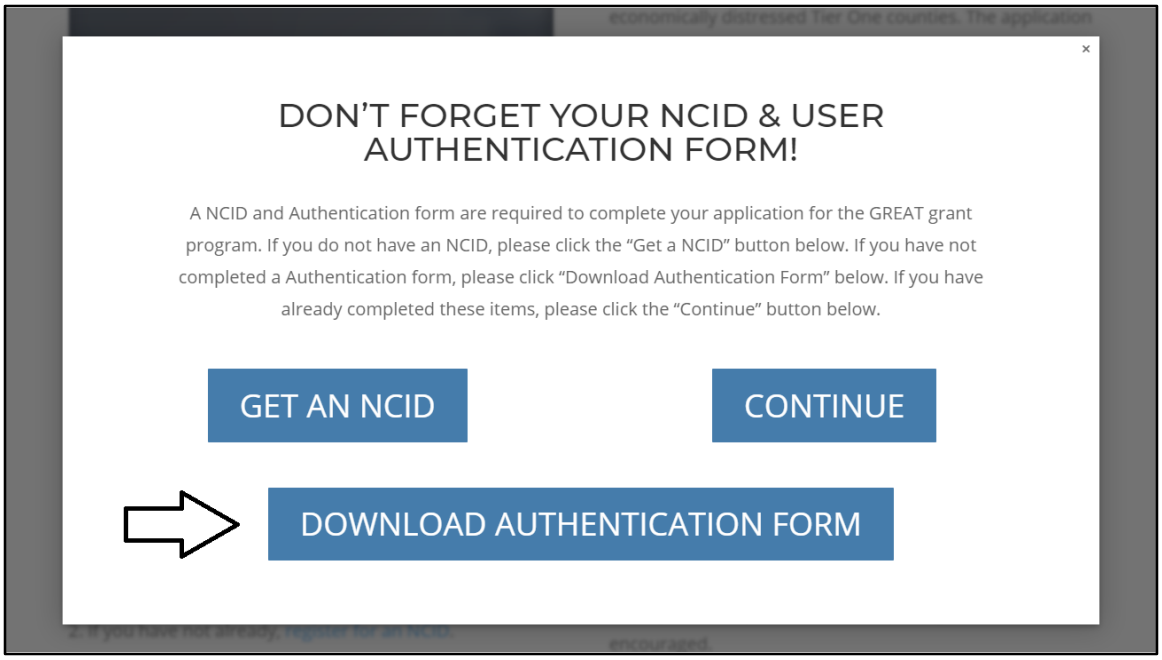


Click “Continue.”

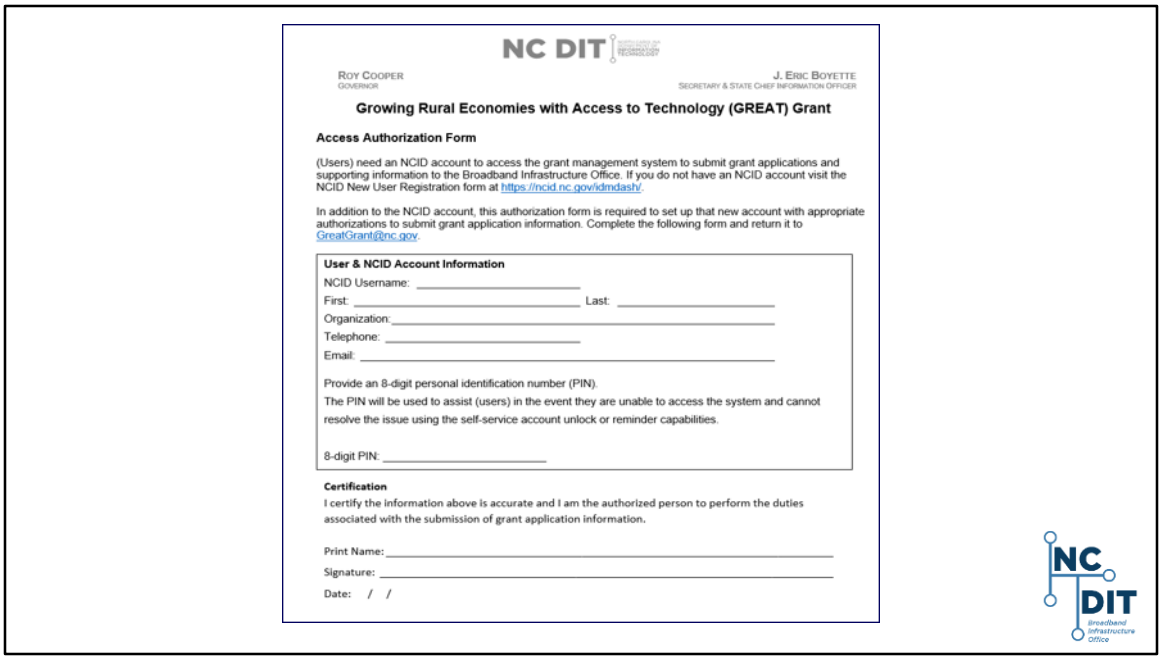


Once you arrive at this page, you are ready to return to NCBroadband.gov/GreatGrant

Click “Start Your Application.”



You will receive a popup that gives you the option to Get an NCID and User Authentication form. Both of these are required to complete an application. If you have not submitted a User Authentication form, please click to download the form.



NC DIT

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY & STATE CHIEF INFORMATION OFFICER

Growing Rural Economies with Access to Technology (GREAT) Grant

Access Authorization Form

(Users) need an NCID account to access the grant management system to submit grant applications and supporting information to the Broadband Infrastructure Office. If you do not have an NCID account visit the NCID New User Registration form at https://ncid.nc.gov/idmdash/.

In addition to the NCID account, this authorization form is required to set up that new account with appropriate authorizations to submit grant application information. Complete the following form and return it to GreatGrant@nc.gov.

User & NCID Account Information

NCID Username: _____

First: _____ Last: _____

Organization: _____

Telephone: _____

Email: _____

Provide an 8-digit personal identification number (PIN).
The PIN will be used to assist (users) in the event they are unable to access the system and cannot resolve the issue using the self-service account unlock or reminder capabilities.

8-digit PIN: _____

Certification

I certify the information above is accurate and I am the authorized person to perform the duties associated with the submission of grant application information.

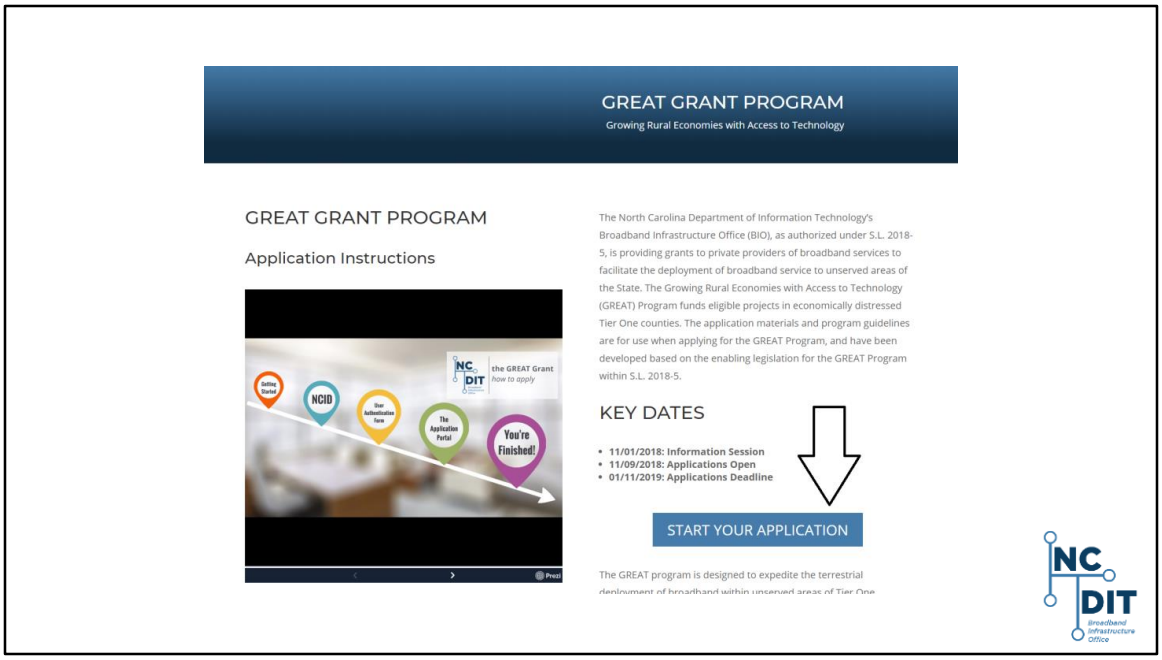
Print Name: _____

Signature: _____

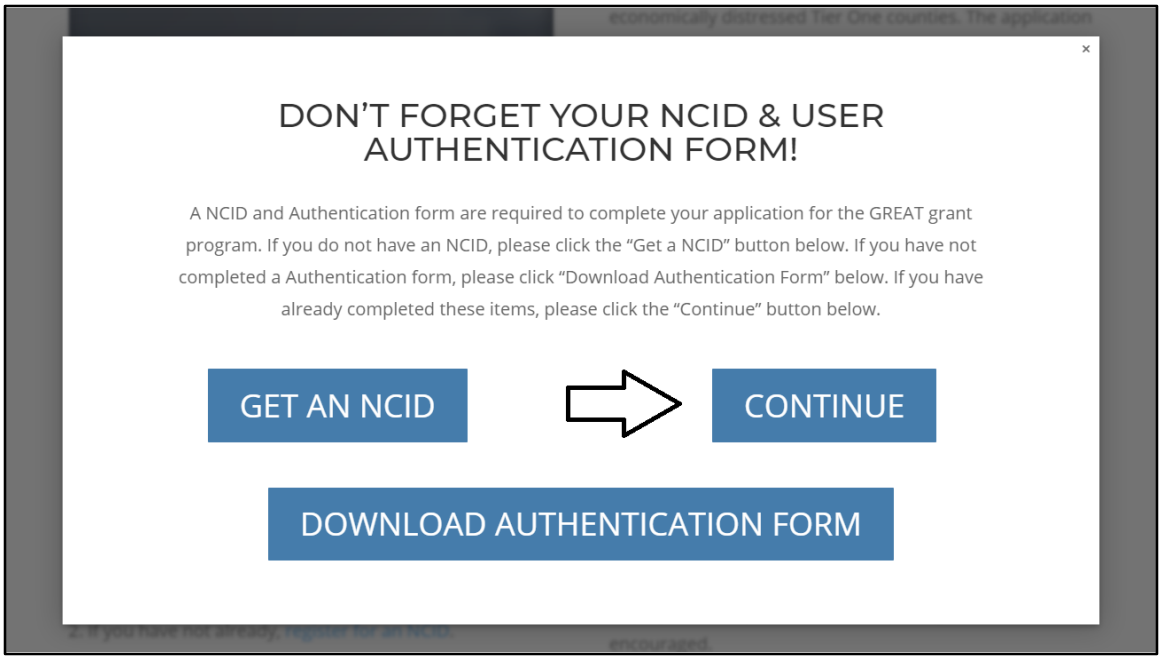
Date: / /

NC DIT Broadband Infrastructure Office

You will receive a downloaded Access Authorization form. Please complete this form and submit it via email to greatgrant@nc.gov. Once the form has been filed, you will be notified that you are ready to return to ncbroadband.gov/greatgrant to start your application.

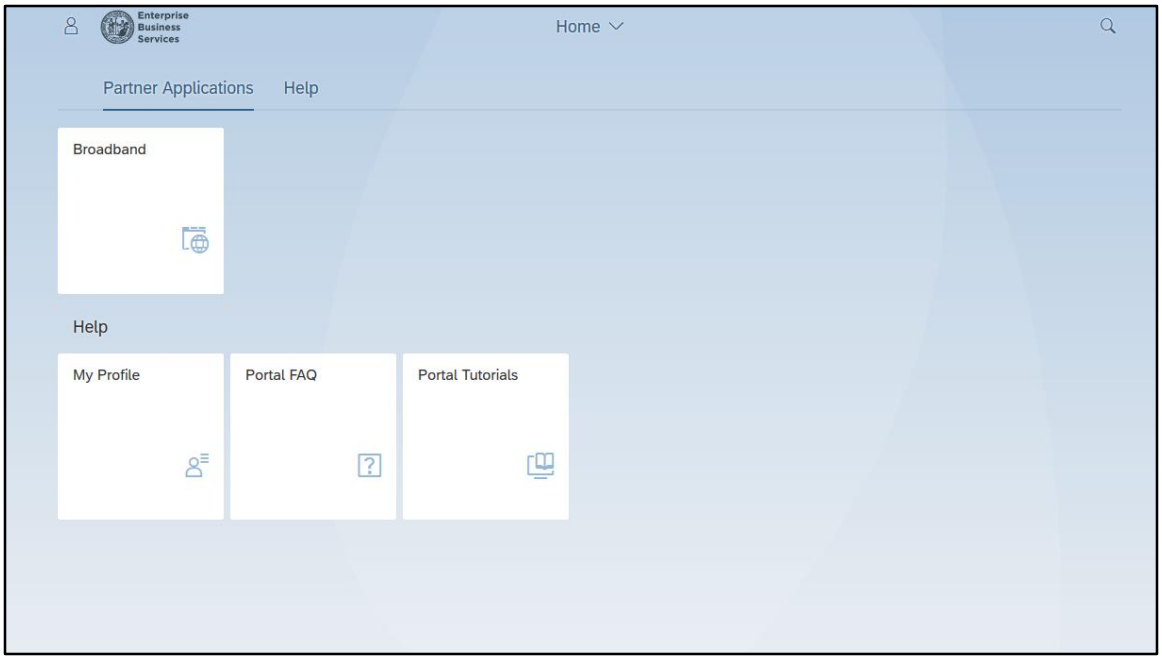


Visit NCBroadband.gov/GreatGrant and click “Start Your Application”

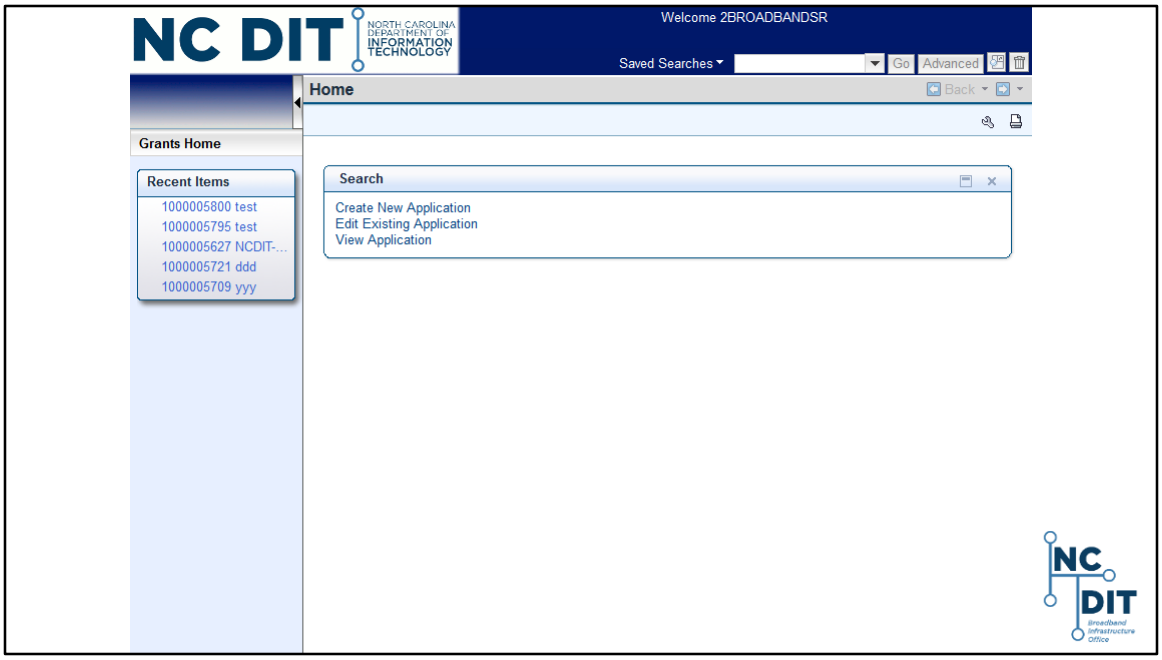


Click "Continue" to access the GREAT Grant application portal.

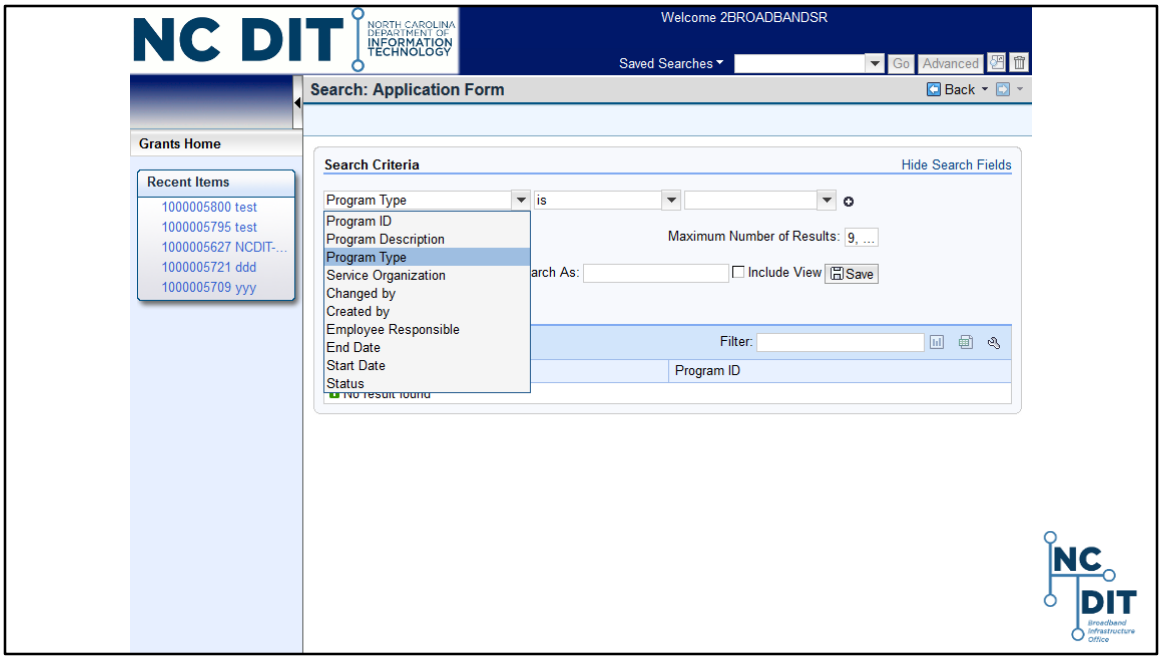
Now you will arrive at the GREAT Grant program portal. Here, you will log in using the credentials you have received after your Authorization Form was filed.



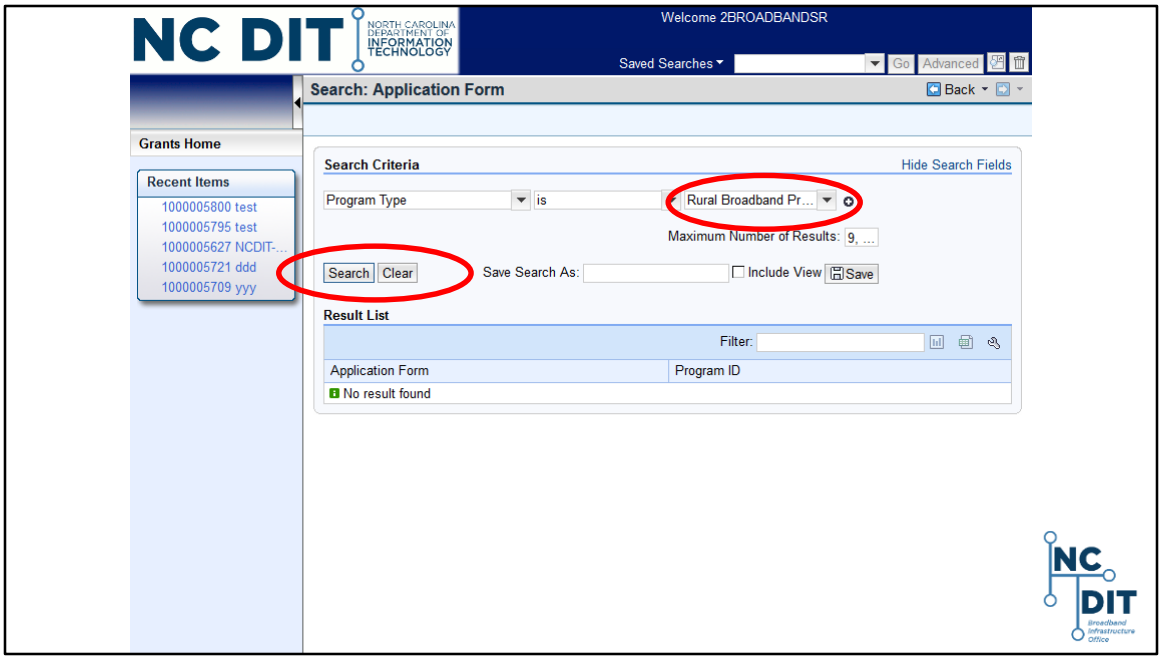
Once you log in, you will land on this homepage. Select “Broadband.”

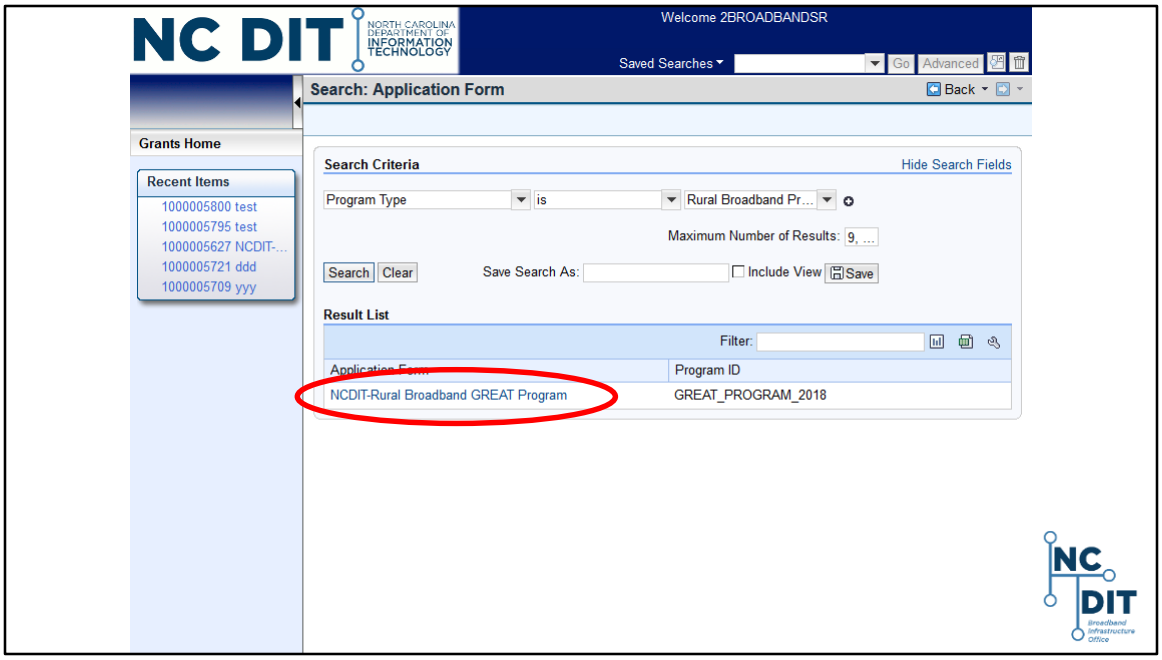


Once you land on this page, you will want to select “Create a New Application” for new applications. If you have already started an application, click “Edit Existing Application” and search for your application.

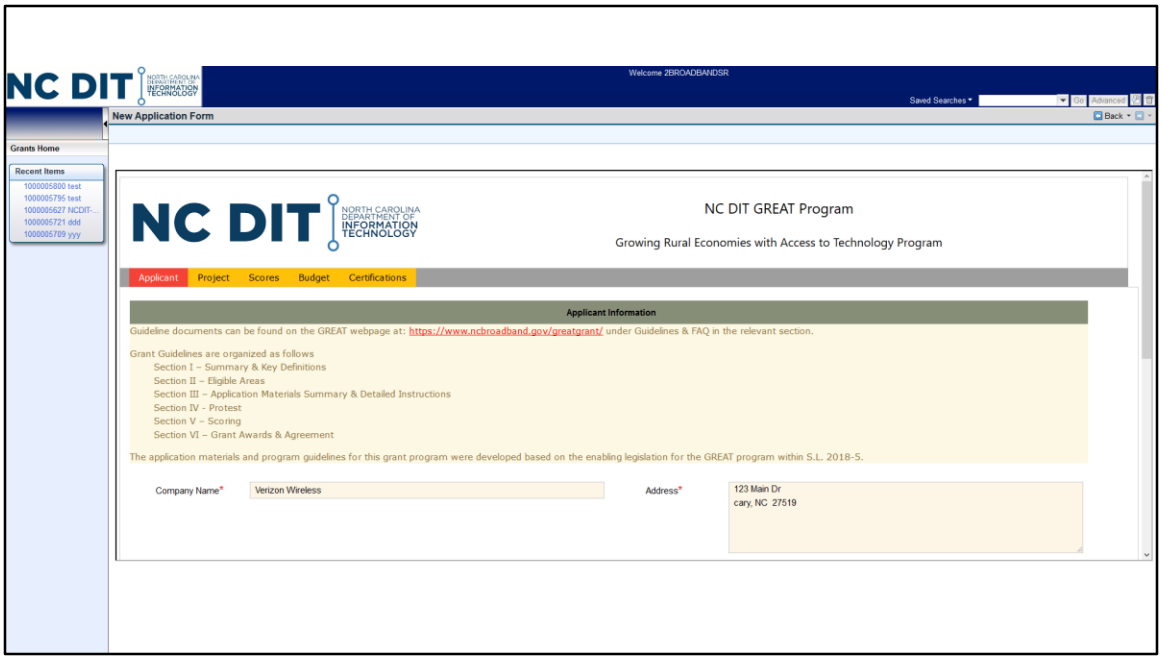


On this page, in the search criteria, select “Program Type.”

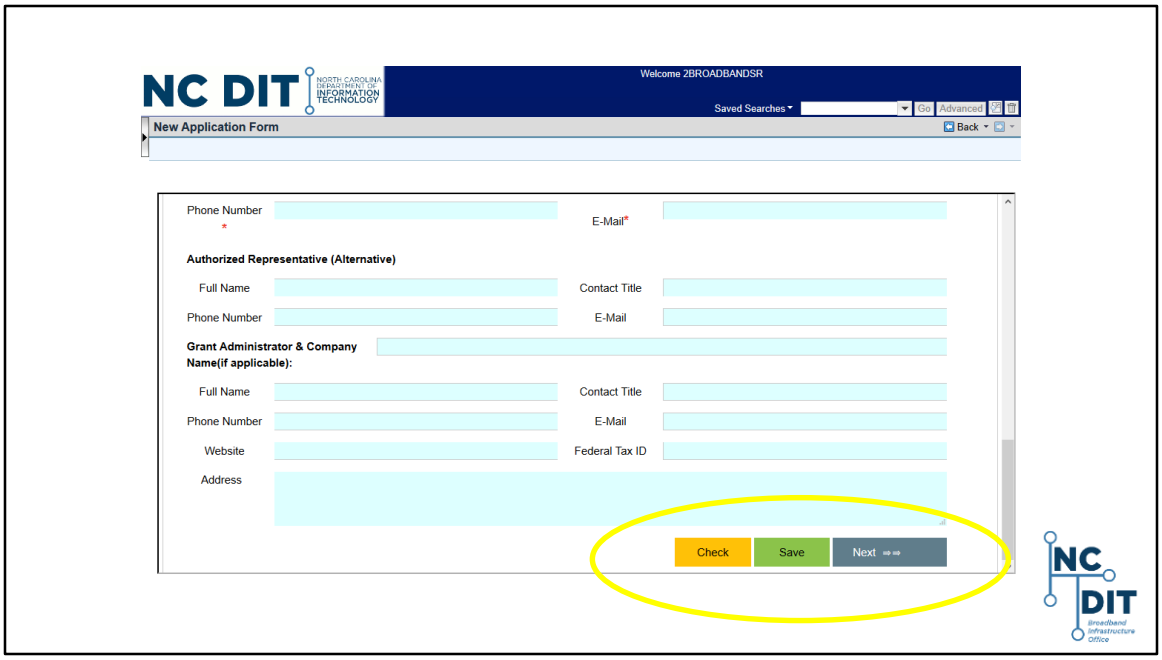

NC DIT
NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY
Welcome 2BROADBANDSR
Saved Searches
Go
Advanced
Search: Application Form
Back
Grants Home
Recent Items
1000005800 test
1000005795 test
1000005627 NCDIT-...
1000005721 ddd
1000005709 yyy
Search Criteria
Hide Search Fields
Program Type
is
Rural Broadband Pr...
Maximum Number of Results: 9, ...
Search
Clear
Save Search As:
Include View
Save
Result List
Filter:
Application Form
Program ID
No result found
NC DIT
broadband infrastructure office



Click “NCDIT-Rural Broadband GREAT Program.



Now you will arrive at the application for the GREAT Grant program.

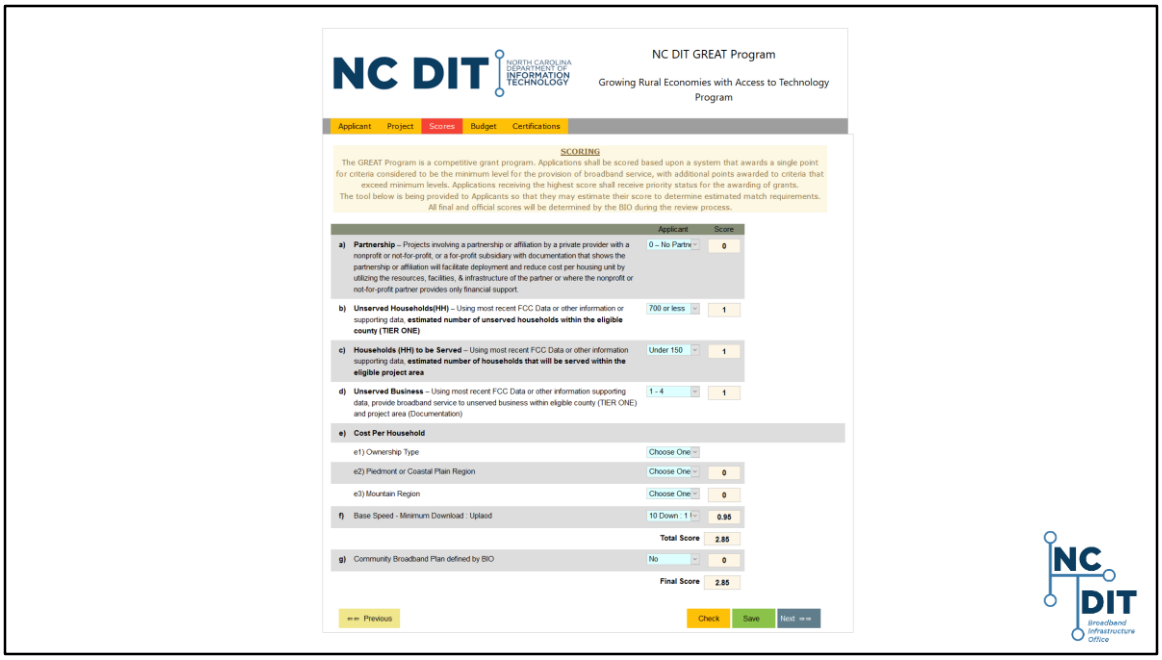


At the bottom of the page, you will notice multiple navigation buttons. Use these carefully. The “Check” button helps you check to make sure that all of the required fields on the page have been completed. The “Save” button will save your progress and send you to the upload

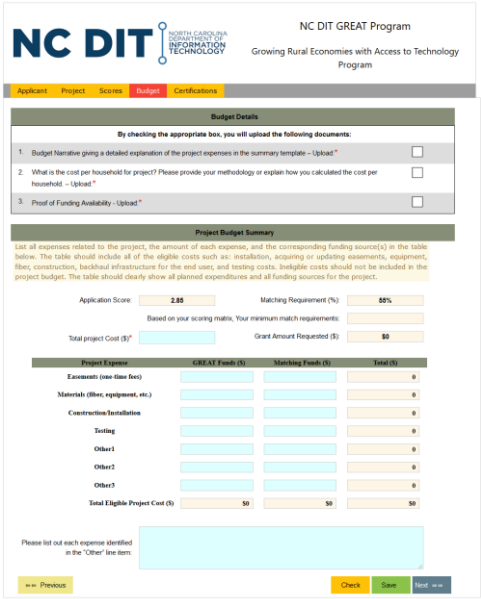
files page for the application. Then you will need to re-enter the application using the directions above. The “Next” button allows you to navigate to through the application.

One important note here is that the Next button DOES NOT SAVE your information with the profile. Only the “Submit” button on the last page of the application and the “Save” button will save your information. There is a 30 minute timeout on the application portal. So plan your entry accordingly to avoid lost information.

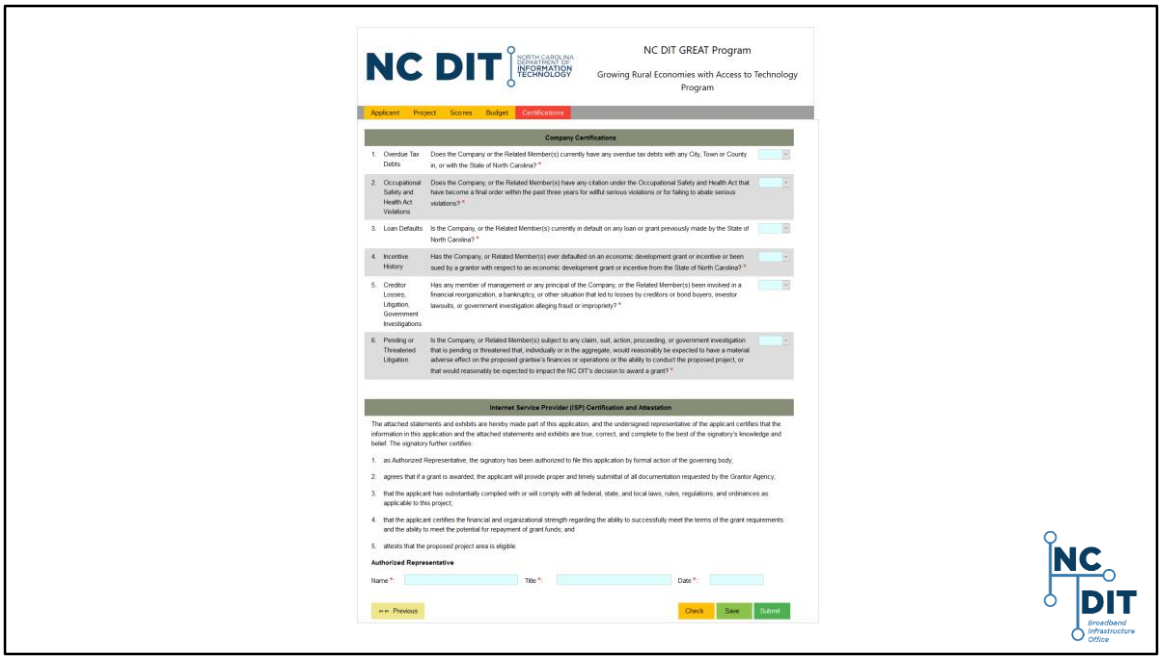
On the Project page, please add the information around the project for which you are submitting this grant application. You will have the option to upload documents on the Certifications page.



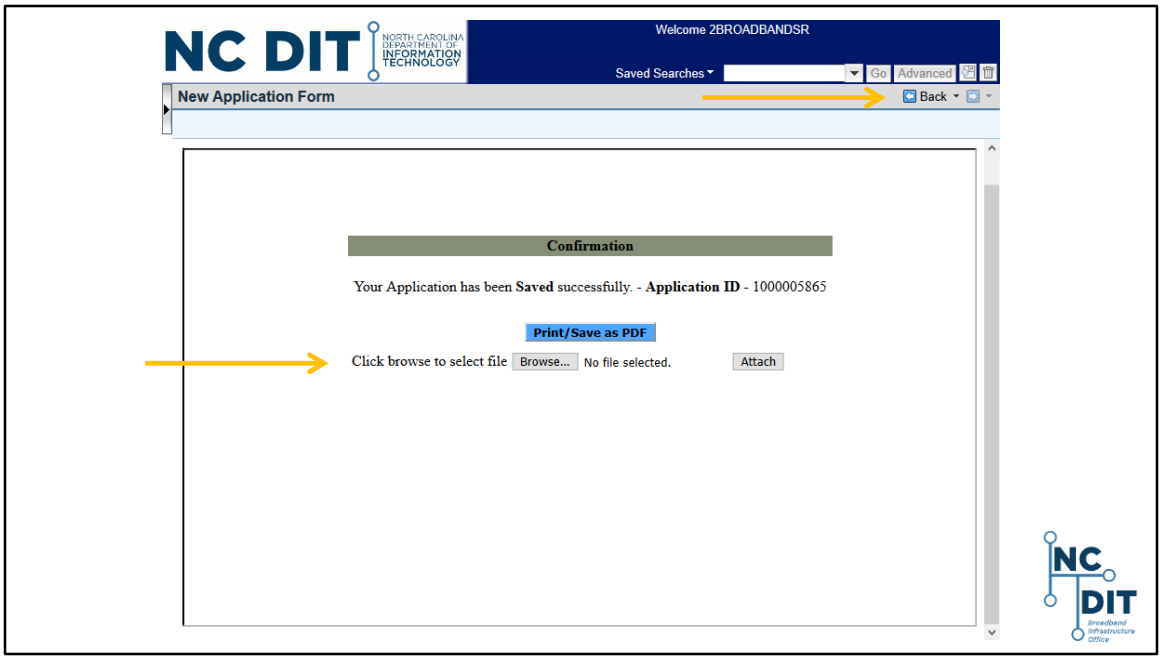
On the scoring page, you will find the information around the scoring system associated with the application. Using the dropdowns, please select the corresponding answers for your application. In the score column, you will see the score associated with your selections.



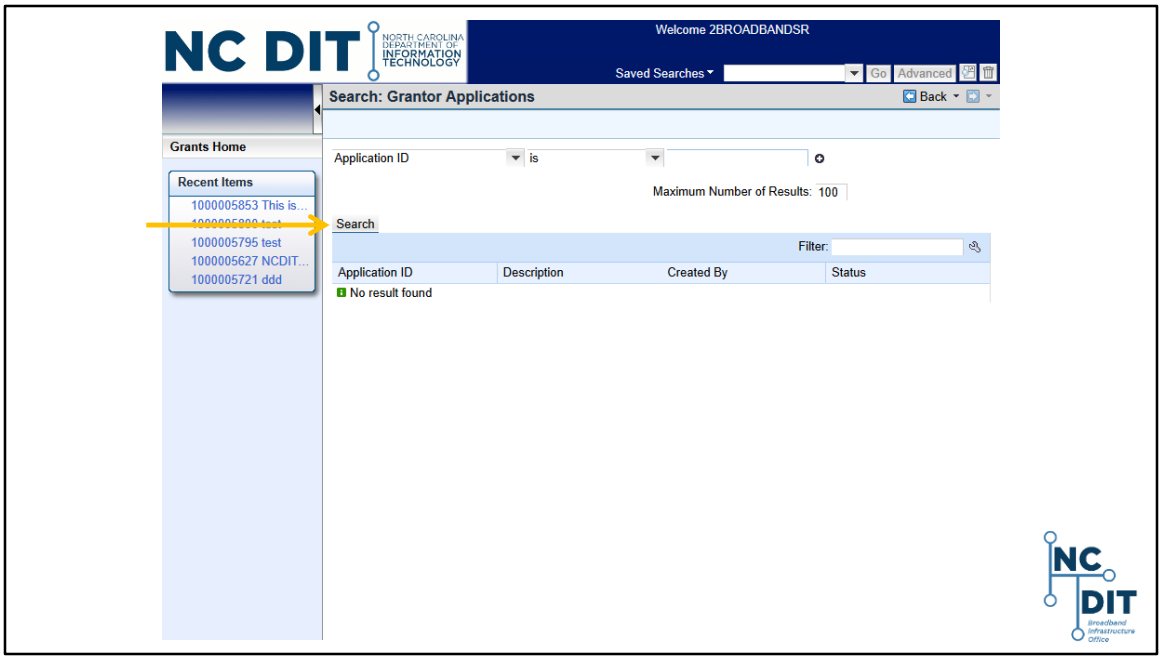
In the Budget page, you will find the options for entering your budget narrative and project budget summary. You will have the option to upload documents on the Certifications page.



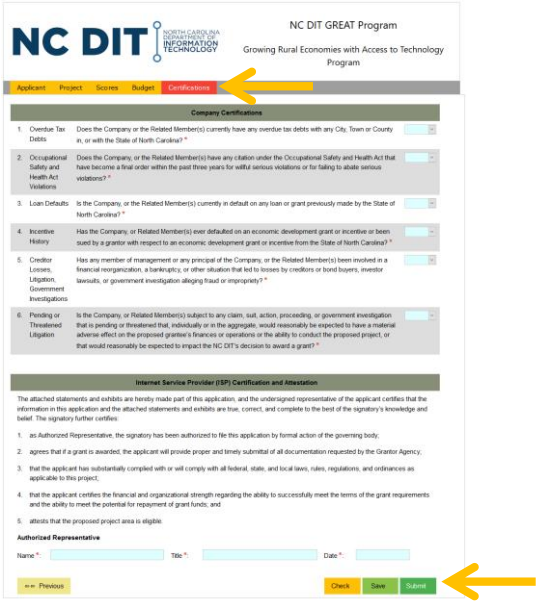
On the Certification page, you will provide attestation for a variety of company certifications and your application. Once you are finished here, click "Save" to be taken to the upload page.



Once on the upload page, click "Browse" to find and select your file for upload. Then click "Attach." Now, click the back button in the top right corner.



Now, you are returned to the search criteria page for Grantor Applications. Click "Search" and you will find your existing application.



Return to the Certification page by clicking the "Certification" tab at the top of the page. Then click "Submit." You will be notified of any errors or incomplete sections of your application. Correct any errors and submit. You are now finished with your GREAT Grant application.

Get Help

GREAT Questions

- ncbroadband.gov/greatgrant
  - Public Posting of FAQ
- GREATGrant@nc.gov

Application Help: SAP Support Services Team

- 919-707-2208
- DOTITSAPSupportServices@ncdot.gov

NCID Support

- it.nc.gov/ncid/
- 919-754-6000

If you need help along the way, here are the best ways to start. If you have issues that aren't resolved through these sources, please contact us via email at greatgrant@nc.gov.

Next Steps

The application period closes on January 11th.

The review process will then begin and awards will be announced on March 3rd.

If you need help along the way, here are the best ways to start. If you have issues that aren't resolved through these sources, please contact us via email at greatgrant@nc.gov.